

6<sup>th</sup> January 2020

Dear Parent

### Expectations of behaviour when accessing Live Lessons

Although staff are now well rehearsed at delivering Live Lessons to their students, I would like to remind parents and students that teaching in this way adds a greater challenge for all involved. Staff have been, and will continue to, deliver outstanding lessons to ALL student working remotely, however, for this to happen, students have their part to play. We would like to remind parents and students of the expectations surrounding behaviour when accessing Live Lessons.

#### Punctuality and Attendance:

It is the expectation that students attend all lessons, on time, and follow their timetable as if they were in school. It is imperative that parents continue to inform the school if their child is unable to attend Live Lessons. Parents should call: **01484 433366** or email: [royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk), [royds.attendance@sharemat.co.uk](mailto:royds.attendance@sharemat.co.uk) as the usual protocol for informing of absence.

Staff will take accurate registers within the first 10 minutes of the lesson. Any absence will be noted, and a member of the Pastoral Team will make an attendance and welfare call to parents to ascertain why their child has not attended. If a student attends the lesson after the teacher has taken the register, student will be marked absent and an attendance call will be made. Whilst we appreciate that this may be frustrating, please understand that any call we make is just to clarify potential issues. This is a new way to work, teach and learn so please be mindful when staff call to check. I assure you that we have the best intentions.

Any student who does not attend Live Lessons will be marked as unauthorised. Punctuality to all lessons is compulsory and we expect students to be ready to start each lesson on time. It is the expectation that students remain on the call for the full duration of each lesson and will be asked questions by their teachers, which they will need to respond to using the chat function.



01484 463366



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Luck Lane, Huddersfield  
HD3 4HA



[royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk)

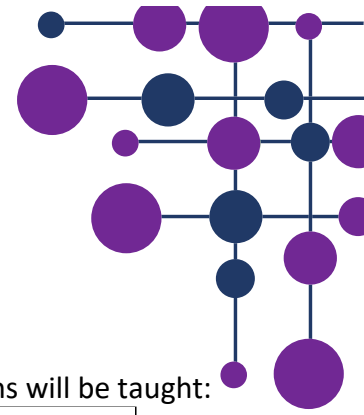


[roydshall.org](http://roydshall.org)

Valuing people, supporting personal best

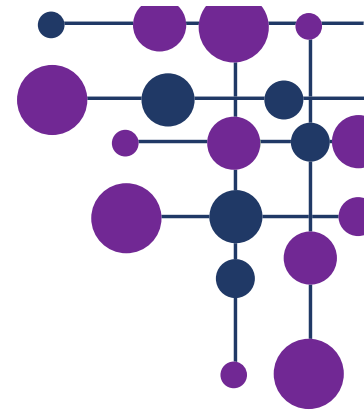
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Below for your reference is the school's timetable so you are aware of when lessons will be taught:

	Y7	Y8	Y9	Y10	Y11			
08:30	Start 8.30	Start 8:50	Start 8.45	Start 8.40	Start 8.35			
08:30	<b>Form</b> (15m)							
08:40	8:45 - 9:55 <b>P1</b> (70m)	Form (15m)	Form (15m)	Form (15m)	Form (15m)			
08:50		9:05 - 9:55 <b>P1</b> (50m)	9:00 - 9:55 <b>P1</b> (55m)	8:55 - 9:55 <b>P1</b> (60m)	8:50 - 9:55 <b>P1</b> (65m)			
09:00								
09:10								
09:20								
09:30								
09:40								
09:50	<b>Break</b> (20m)	9:55 - 11:00 <b>P2</b> (65m)	9:55 - 10:25 <b>P2</b> (30m)	9:55 - 11:00 <b>P2</b> (65m)	<b>Break</b> (20m)			
10:00	10:15 - 11:20 <b>P2</b> (65m)				10:45 - 11:20 <b>P2</b> (35m)	<b>Break</b> (20m)	<b>Break</b> (20m)	10:15 - 11:20 <b>P2</b> (65m)
10:10								
10:20								
10:30								
10:40	<b>Break</b> (20m)	11:20 - 12:20 <b>P3</b> (60m)	11:20 - 12:20 <b>P3</b> (60m)	11:20 - 12:20 <b>P3</b> (60m)	11:20 - 12:20 <b>P3</b> (60m)			
10:50								
11:00	12:20 - 12:50 <b>Lunch</b> (30m)	12:20 - 13:05 (45m)	12:20 - 12:55 <b>P4</b> (35m)	12:20 - 13:30 <b>P4</b> (70m)	12:20 - 12:50 <b>Lunch</b> (30m)			
11:10								
11:20		13:05 - 13:35 <b>Lunch</b> (30m)	13:25 - 14:00 <b>P4</b> (35m)	13:30 - 14:00 <b>Lunch</b> (30m)	12:50 - 14:00 <b>P4</b> (70m)			
11:30								
11:40								
11:50		13:35 - 14:00 (25m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
12:00								
12:10	14:00 - 14:45 <b>P5</b> (45m)	14:00 - 15:05 <b>P5</b> (70m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
12:20								
12:30		<b>Break</b> (15m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
12:40								
12:50								
13:00		14:00 - 15:05 <b>P5</b> (70m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
13:10								
13:20	14:00 - 15:05 <b>P5</b> (70m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)				
13:30								
13:40	14:00 - 15:05 <b>P5</b> (70m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)				
13:50								
14:00	Go home 14.45	14:00 - 15:05 <b>P5</b> (70m)	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
14:10								
14:20		Go home 15.05	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
14:30								
14:40								
14:50		Go home 15.05	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)			
15:00								
15:10	Go home 15.05	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)				
15:20								
15:30	Go home 15.05	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)				
15:40								
15:50	Go home 15.55	14:00 - 15:00 <b>P5</b> (60m)	14:00 - 14:55 <b>P5</b> (55m)	14:00 - 14:50 <b>P5</b> (50m)				
16:00								



### **Completing and Uploading of Work:**

Students will be expected to upload their work from each lesson to MS Teams. Guidance on how to do this can be found on the website. Students should complete all work in their exercise books as they would when they are in school and ensure work is well presented, following the PROUD expectations for presentation of work (as shown in the student planner). Students were asked to collect their exercise books before leaving school on the last day of term. If any student doesn't have their exercise book, they should complete the work on paper. Marking and feedback from staff will continue so it is essential that students send their completed work to their teacher. Work completed in exercise books will be checked when students return to school. We will continue to follow the Schemes of Learning (which can be found on the school's website) to ensure that students have the continuity they deserve.

### **Behaviour System:**

Our Behaviour System will continue as it would if students were in school. If needed, staff can and will issue verbal warnings and log any negative behaviour on Classcharts. Since September, we have had a great response from students and their conduct when accessing Live Lessons and I would like to thank parents and students for their continued support.

The 'chat' function on Microsoft TEAMS should only be used to ask the teacher questions about the lesson, the learning that is taking place, answer questions posed by the teacher or to clarify any instructions. Students should not communicate with each other via the 'chat' function. All 'chats' are recorded and logged. Staff will remove students from the Live Lessons, should any student fail to adhere to our behaviour policy.

During a Live Lesson, students should ensure that their camera is turned off, along with their microphone. This is to ensure that there is an appropriate quality of sound for all.

### **Technical Issues:**

As with any remote learning, we are aware that at times, technical issues can occur. We appreciate that this is frustrating for all involved, however, please be patient and allow staff time to solve any issue that may arise. If there is a technical issue from home, please communicate with the school at the earliest opportunity and we will try to support in rectifying the issue.

During our first full day of teaching the whole school remotely, we are aware that there have been a few technical issue – this was expected, and we are working hard to resolve any issue that occurs. If a member of staff calls you, please let them know what the problem is and we will work together in resolving the issue.

We thank you for your patience and your continued support.

Yours sincerely

Mrs Carr